



CORP.
 U.S.A.
 INT'L

EMPLOYMENT REQUISITIONDATE PREPARED 11/25/80

- ADDITION TO STAFF
 REPLACEMENT FOR (NAME) Mary T. Porzelt
 BUDGETED
 NON-BUDGETED

DATE RECEIVED BY EMPLOYMENT _____

DATE REQUIRED January, 1981DEPT. Tob. Tech. Group LOCATION N. Y.

PERMANENT
 PART TIME IF PART TIME HOW LONG?
 TEMPORARY IF TEMP. HOW LONG?
DAYS PER WK _____
HRS. PER WK _____

OCCUPATION TITLE Executive Secretary I EXEMPT NON-EXEMPTRECOMMENDED START SALARY \$ MONTHLY
 YEARLY
 SEMI-MONTHLYSALARY GRADE 12SALARY RANGE MIN. MID PT. MAX.REPORTS TO NAME Frank E. ResnikTITLE Executive Vice President, Tobacco Technology Group

POSITION REQUIREMENTS: (BE SPECIFIC RE: DUTIES, HOURS, TRAVEL REQUIREMENTS, PRODUCT OR EQUIPMENT KNOWLEDGE)

See attached description

11/25/80

SUPERVISOR APPROVAL

DATE

PERSONNEL DEPARTMENT APPROVAL

DATE

F. E. Resnik11/25/80

DEPARTMENT HEAD APPROVAL

DATE

DATE

CORPORATE PERSONNEL USE ONLY

EMPLOYEE INFO. SYSTEM SEARCHED _____

START DATE _____

JOB POSTING DATE _____

STARTING SALARY _____

NAME OF HIRE _____

PHYSICAL SCHEDULED _____ DATE _____

SOURCE _____

REFERENCES CONDUCTED _____

RECRUITER _____

COMMENTS:

2010066340

**PHILIP MORRIS INCORPORATED
INTER-OFFICE CORRESPONDENCE**

100 Park Avenue, New York, N.Y. 10017

To: • Ms. Claire Turner
From: • Mary Porzelt
Subject: •

Date: November 25, 1980

Attached is Executive Secretary I job description, which has been approved by Mr. Resnik. As we discussed, this should be posted on December 1.

Thanks for your assistance.

Mary

/mp

2010066341

Executive
Secretary I
N12
R

Corporate
Tobacco
Technology
Group

H. S. degree or equivalent with secretarial/business school training desirable. Minimum 5 years general secretarial/business experience. Work experience with PM Executive staff preferred. Typing 75 wpm; sten 100 wpm. Ability to plan and organize work; possess good telephone manner; familiar with and able to establish filing systems. Well-ground in English grammar and spelling. Knowledge of PM policies helpful.

Takes shorthand and transcribes same into final form. Sets up and maintains Tobacco Technology Group files and travel schedule. Screens phone calls and obtains data from various sources. Schedules appointments; makes travel arrangements; sets up itineraries and meetings. Handles correspondence on own initiative. Opens, reviews, and distributes mail. Assists in preparation of speeches and presentations. Undertakes special assignments as directed.

2010066342

CK
T.E. Lewis